

Dr.M.Ariz Ahammed IAS

Commissioner
Hills & Barak Valley Division: Assam &
Commissioner & Secretary to the Government of Assam
Hill Areas Department

*Housefed Complex,
Dispur, Guwahati
Tel.0361-2261444
Email: arizahmed@yahoo.com*

No N0.HGG.45/2012-2013/
Dispur Dated 25th March 2013

**To The Deputy Commissioner, Dima Hasao
Haflong**

Sub:	Observations / Report on the inspection of the O/o Deputy Commissioner using the Self Inspection Reports submitted by the Deputy Commissioner-regd.
Ref:	N0.HGG.45/2012-2013/21 Dated Dispur the 29th September/2012

Sir,

At the outset the undersigned hereby sincerely thank you and your team of officials and staff for extending total co-operation during my inspection of your office on 30.01.2013. Further more I am very much encouraged with the positive attitude of your team members towards inspection. In addition, I am delighted to see the resolve of your team of officers and the staff to improve the performance / organizational efficiency and service delivery during the debriefing session at the end of inspection.

Me and my teams' observations on the inspection are submitted in the following format viz.,

Report	Head
I	Illustrative and important observations for action / comments by the Deputy Commissioner.
II	<i>Action points for the Government Departments.</i>
III	Observations on the Self Inspection reports submitted by the Deputy Commissioner:
	a. Provision of information as per the prescribed format (recorded as complete or satisfactory or as incomplete
	b. The performance of the branch – rated as Good/ Satisfactory/ Need improvement/ Not satisfactory
IV	Detail report on Nazarat by Mrs.C.Teronpi, Treasury Officer, Karbi Anglong.
V	Detail report on Treasury and Disaster Management by SO to Commissioner.
VI	Detail report on Development Branch by the Mr.D.Das ACS ADC Karbi Anglong

You are earnestly requested to carefully examine the observations / report and circulate the same to all the Branch Officers and take appropriate action. You are welcome to submit any corrections if any in the report including suggestions to improve the effectiveness of inspection. Action taken may please be submitted before 30th April 2013.

Further I reiterate that the inspection is an annual exercise to consolidate team building with the Deputy Commissioners as a performance management tool but is not a fault finding exercise.

Yours truly,

(Dr.M.Ariz Ahammed)
Commissioner
Hills & Barak Valley Division, Assam, Dispur.
Email:comm.hbv@assam.gov.in /
comm.hbv@gmail.com / arizahmed@yahoo.com
Contact: 94350-09006

No.HGG.45/2012-2013/	Dated Dispur the 25 th March /2013
----------------------	---

Copy to:

1. The Principal Secretary to Hon'ble Chief Minister Assam for the kind information of the Chief Minister Assam.
2. The Staff Officer to the Chief Secretary, Assam, Dispur for the kind information of the Chief Secretary Assam.
3. The Director General of Police, Assam for kind information.
4. The Principal Secretary to the Government of Assam, Administrative Reforms and Training Department, Dispur.
5. The Principal Secretary to the Government of Assam, Personnel Department, Dispur.
6. All the Principal Secretaries/ Commissioner & Secretaries/ Secretaries to the Government of Assam, AR&T / Personnel/ Finance/ P &D / HAD/ Home & Political/ Minority Welfare/ Tea Tribe Departments, Dispur for kind information and necessary action.
7. The Commissioner & Secretary to the Govt. of Assam, General Administration Department. for information.
8. All the Divisional Commissioners-LAD Guwahati /NAD Tezpur /UAD Jorhat.
9. The Special Officer, HBV Division, Assam.

(Dr.M.Ariz Ahammed)
Commissioner
Hills & Barak Valley Division, Assam, Dispur.

DISTRICT: DIMA HASAO**Observations / Suggestions for the consideration of the Deputy Commissioner:**

S.No	Subject	Observation / Suggestion for consideration.
1	Dak	Presently the Dak is managed centrally. Individual branches do not have any record of receipt and issue resulting in difficulty of tracking. Thus it is recommended to have a separate receipt-issue system at each branch level as well. Present manual system is to be computerized with DAK software available with the NIC.
2	Registers and Guard File	Need proper maintenance of registers including guard file and other registers/ records
3	Record Safety	Need to submit a proposal to ART for improving classification of records and to improve the record room condition.
4	Personnel	The ACR Targets are not fixed for the officers/ staff. The Branch Officers are requested to hold meeting with the staff fortnightly and ensure in-house training of officers and staff fortnightly/monthly. They are requested to regularize/ confirm the employees as per procedure immediately. There is a need to make work allocation objectively.
5	Magistracy	Computerisation of cases under Magistracy branch. NIC already has software application. There were no inspection of Police Stations. Need to include the prohibition of any hate speech / expression and criminal liability of the same while issuing permission for meetings / processions. No educational institution should be allowed for political activity. It appears the DC is not attending the crime review of the District.
6	Arms & Explosives	A large number of weapons are not renewed having implications on law and order / insurgency.
7	Certificate branch	Need to computerize services for reliability and timeliness. In the present system the applicant is responsible to move around different offices for various approvals. It needs to be stopped forthwith and the DC office has to re-engineer the government business process afresh as per rule of law.
8	Development	Total Number of inspections undertaken by the DC, ADCs, SDOs, EACs, COs, BDOs and others is 15 in the last year and 35 in the current year. This clearly illustrates poor monitoring system in the districts. This suggests the need to strengthen the M& E System.

		Annexure IV:Transparency: Model Sign Board with peoples estimate is to be implemented both for transparency and for people's empowerment and social audit.
9	Minority Welfare	Information is not reported.
10	Tea Tribe	No information is submitted for tea tribe welfare. Information is not submitted till this report preparation.
11	Women and Child Welfare	No information was submitted on Women and Child Welfare. But assured to submit at the earliest. Nevertheless information is not submitted till this report preparation.
12	Finance	Serious irregularities are observed in the cash book maintenance. The DC is requested to take necessary action as per Govt. instructions immediately.
12	All Branches	Quarterly inspection of branches by the Branch officers is recommended. Six monthly inspections of branches by the DC is recommended.
13	RTI	RTI implementation is not satisfactory. No branch is keeping RTI details related to the respective branch. There is a need to engage local RTI Resource Persons and NGOs in the capacity building programmes for the benefit of officers and staff and for empowering citizens esp. ST, SC, Minorities, Tea Tribe etc.

Action to be taken up by the Government:

S.No	Department	Points for consideration.
1	Personnel Deptt.	To fill up vacancies of ACS and other officers. Vacancies have a serious implications on the law and order maintenance and regulatory and developmental activities of the most backward district in the State.
2	Administrative Reforms and Training	Proper Record Management: To issue necessary guidelines on the classification of records while the creation stage itself
		To impart training both the officers and the staff
		To renovate/ improve the Record room condition.
		e-Services of Certificates: May request IT Dept. to develop suitable standard software application for all certificate services of the district administration including back end office for reliability and timeliness.
		In the present system the applicant is responsible to move around different offices for various approvals needs to be stopped forthwith and the DC office has to re-engineer the government business process afresh as per rule of law.
		Status of RTI in the Districts illustrates inadequate awareness about the objectives and utility of the Act in empowering the citizen and to improve the performance of Government machinery. This suggests the need to organize capacity building of people esp. marginalized communities viz., ST, SC, Minorities, Tea Tribe and border area people under S.26 of RTI Act, 2005.
3	GAD	To enhance the budgetary provision for the maintenance of O/o DC Estt. and Circuit Houses.
4	Home & Political	<ul style="list-style-type: none"> • There should be a six monthly review on the Cr.PC cases. Long delayed cases are major source of Law and order problems. • Also to review the performance of Police / crime reports and measures taken. • Need to fill up the vacancies in police force. • Adequate budgetary provision to Police Stations – responsible for 24x7 Services.
		Need to develop / suggest a common software application for Arms / Gun license database. Presently every district is doing differently and there is no compliance to GOI guidelines in this regard.
		Presently there is no review on the status of compliance to Arms Act, Explosives Act etc.. A large number of arms are not renewed. Regular reviews will have positive impact on law and order.

		Need to develop / suggest a common software application for India-Bangladesh Passport database
		Government is requested to examine the inspection report of CJMs and improve the Jain infrastructure and services.
5	Finance Deptt.	The Finance Dept. and GAD should immediately undertake inspection of Nazarat and Development branch; and guide the District Administration for strict compliance of AFRBM and other government acts / rules / instructions.
		Present manual dak system in Treasury needs to be replaced with the computerized system.
		There should be a regular review on the action taken on the inspection of Treasuries by the Deputy Commissioners at six monthly intervals.
		Adequate budgetary provision for DC Estt. Timely release of funds to Developmental activities. Timely release of funds under Minority Welfare.
6	Planning and Development	Total Number of inspections undertaken by the DC, ADCs, SDOs, EACs, COs, BDOs and others is 15 in the last year and 35 in the current year. This clearly illustrates poor monitoring system in the districts. This suggests the need to strengthen the M& E System
		May develop online MIS for MLA LAD like that of MP LAD Schemes for better monitoring and fixing accountability.
7	Minority Welfare	Requested to expedite release funds timely. There is a need to review the implementation of earlier works with transparency, monitoring and social audit. The districts submitted procedural difficulty for better response to the Minority Scholarship scheme. The Department is requested to re-engineer the business process of the scheme implementation. Need to computerize schematic activities.
8	Tea Tribe	There should be review of schemes / programmes.
9	Revenue and DM	The preparatory works viz., District / Sub-Division DM Plan, monthly holding of DDMA meetings, awareness of Info. & Response Centre etc. are not satisfactory.
10	All Departments	Are to examine and test the format for incorporating their requirements and changes.
		Annexure IV:Transparency: Model Sign Board with peoples estimate is to be implemented both for transparency and for people's empowerment and social audit.
11	Election Deptt.	There are a large number of complaints of typographical errors in the electoral rolls, badly affecting the citizen services while availing different certificates from the District Administration. The CEO is requested to evolve a mechanism to address to various grievances related to typographical errors etc.

**A REPORT ON
Institutional efficiency
of the
Office of Deputy Commissioner: Dima Hasao**

Based on
the Self Inspection report submitted by the DC and on
the physical inspection carried out by the Commissioner and his team

Year 2012-13

District	DIMA HASAO
Date of Inspection	30.01.2013

O/o Commissioner, Hills & Barak Valley Division, Assam
GOVERNMENT OF ASSAM
Guwahati: Dispur
2012-13

Vision of the Format

To improve the performance of the establishments of Deputy Commissioner / Sub-Divisional Officer for outcomes/ results /impact.

Objectives

1. To know the present status of office procedure/ processes and deficiencies in various branches of the establishment.
2. To help the Branch officers of their role and responsibility towards office procedure.
3. To encourage Branch Officers to take up need based improvements using Government Business Process Re-Engineering and e-Governance.
4. To enable the Deputy Commissioner / SDO (Civil) as a checklist / ready reckoner to enforce accountability of manpower and improve service delivery and better regulation.
5. To enable the Government to know the difficulties being faced by the District / Sub-Divisional Establishments to show results as per the mandate and to remind the pending policy matters at State Government level.

Outcome / Utility of the Format

1. *To use the format for proper and systematic inspection -by the Branch Officers, SDO (Civil) & DC and by the Divisional Commissioner.*
2. To enable the Commissioner to know the performance of DC/SDO(Civil) establishment under individual leadership and team work; and to guide and offer suggestions appropriately and to take up matters with the State Government.

How to use the format/ Timelines

September	The Office of Divisional Commissioner will circulate the format to all the DCs/SDOs for filling up the formats every year and for needful action.
October	The Deputy Commissioners /SDOs will circulate the branch specific formats to respective branch officers to undertake inspections in the prescribed format within a week time. The DC will take 2 more weeks for verification and comments and submit the self inspection report in the prescribed format to the O/o Divisional Commissioner by 31 st October both in soft and hard copies. The SDOs © will submit their report through their respective Deputy Commissioners. In case of incomplete items/ works the DC/SDO may submit second report as part-II before 31 st December.
November-December	The Divisional Commissioner will undertake inspection of the offices of Deputy Commissioner and Sub-Divisional Officer (Civil) as per inspection schedule informed to the DC /SDO (Civil) in advance.
January	The Divisional Commissioner will provide his/her observations based on their reports (I & II) and inspection to the DCs/SDO © for their comments / clarifications/ follow up action and will hold a meeting.
February	The DCs / SDO will submit action taken report to the Div. Commissioner.
March	Revision / improvement of the format if any based on experience.

Date of Inspection	30.01.2013
Name of Deputy Commissioner	Sri.Barun Bhuyan ACS

Inspection Team	Officer Name	Branches inspected
1. Commissioner	Dr.M.Ariz Ahammed IAS	Administration Part-II
2. Special Officer	Sri.Kalyan Datta ACS	Treasury
3. Addl. Deputy Commissioner (Dev.) of neighboring District	Sri.D.Das ACS ADC Karbi Anglong	Development
4. Treasury Officer of neighboring District	Mrs.C.Teronpi	Nazarat

INDEX

Part	S.No	Item / Branch	Reports not submitted
		Vision, Objective, Outcome and Timeline of Format	
I	1.1	Past Inspection of the Divisional Commissioner	NO
	1.2	Organisational structure of DC/SDO Establishment	NO
	1.3	Names of Officers	INCOMPLETE
	1.4	Manpower position	NO
	1.5	Status of Training	NO
	1.6	Latest District Basic Data sheet from Census of India	NO
	1.7	Human Development Indicators of the District	NO
II		General Administration	
	2.1	Personnel	
	2.2	Nazarat	
	2.3	Magistracy	
		<i>Administration</i>	
	2.4	Arms & Explosives	
	2.5	Passport	
	2.6	Hotels and Sarai	
	2.7	Cinematograph Act	
	2.8	Certificate	
	2.9	Census	
	2.13	Civil Defence	NO
	2.14	Home Guards	
	2.15	Jail / Prison	
	2.16	Election	
	2.17	Treasury	
III		Development	
	3.1	General Development	
	3.2	Minority Welfare & Chars	NO
	3.3	Tea Gardens	NO
	3.4	CM Vision for Women and Children	NO
IV	4	Revenue Administration & Disaster Management	NOT RELEVANT
	4.1	• Land Settlement	
	4.2	• Encroachments	
	4.3	• Land Revenue	
	4.4	• Fishery	
	4.5	• Land Acquisition and Requisition	
	4.6	• Land Reforms	
	4.7	• Land records / RKg	

	4.8	• Bakijai	
	4.9	• Chapter X	
	4.10	• Disaster Management (Relief)	
V		e-Governance & e-Services	
VI		List of Committees chaired by the DC/SDO	NO
VII		Inspections	NO
VIII		Status report on infrastructure, Equipment and Logistics of DC/SDO establishment	NO
IX		RTI Act, 2005 Implementation	NO
X		Assam Right to Public Services Act, 2012	NO
XI		Issues of Regional Disparity / Social inequities in the implementation of Schemes/ Programmes/ Projects	NO
XII		Special initiatives of DC / SDO	NO
XIII		Burning / Pending Issues at District / Sub-Division	NO
XIV		Pending matters at Government level	NO
XV		Suggestions to improve the performance of the Schemes / Programmes etc.	NO
XVI		Suggestions/ Observations to improve the format	NO
Summaries	1.	Maintenance of File Index, Guard File & Dak Pendency	NO
	2.	Subsidiary Cash book and Bank Accounts	NO
	3.	Total Funds received during the last and current Year	NO
Annexure	1.	Composition of National Solidarity and Integration Committee _District / Sub-Divisional level committee & guidelines	
	2.	Scheme Register	
	3.	Scheme Fund Receipt and Utilization Register	
	4.	Model Sign board for transparency of works/schemes	
	5.	15-Point Programme Progress report	
	6.	15-Point Programme Point:12 Recruitment status in State Services Form 6.A & 6.B	
	7.	Annual Inspection Register	

PART-I

	<u>Parameter</u>	<u>Reporting</u>	<u>Performance</u>
1.1	Details of Past Inspection by the Divisional Commissioner	Not submitted	
1.2	Organogram of the Deputy Commissioners / SDO (Civil) establishment	Not submitted	
1.3	Names of Officers in the DC / SDO (Civil) Establishment	Incomplete	Not satisfactory
	• List of officers of DC/SDO Establishment		
	• List of Branch Officers		
1.4	Posts –Sanctioned, in-position and vacancy and remarks	Incomplete	
1.5	Status of Training on Office Management and Financial Management (During the last 12 months)	Not submitted	
1.6	Latest District data sheet of Census of India (www.censusindia.gov.in)	Not submitted	
1.7	Human Resource Development of the District (to be tabulated based on the available data/reports)	Not submitted	

PART.II

BRANCH WISE FORMAT

Branch	2.1	PERSONNEL
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC reported that this is the first inspection of DC office since its formation.	

S.No	Performance Question	Reporting	Performance based on the information submitted and physical inspection
1	Dak –Communication & Tracking System	Incomplete	Need improvement
2	Records / Registers-Update	Incomplete	Need improvement
3	Safety of files and Record Keeping	Incomplete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided	-
6	Punctuality	Incomplete	Not satisfactory
7	Service Books Maintenance	Incomplete	Not satisfactory
8	Gradation list	Incomplete	Not satisfactory
9	Job chart	-	Not satisfactory
10	ACR / PAR and Performance Targets	-	Not satisfactory
11	Assets and Liabilities	-	Not satisfactory
	Total Number of Employees that have not submitted Assets & Liabilities statements as per Govt.Policy/Timeline	-	Not satisfactory
12	Bill preparation & Advances	Incomplete	Need improvement
13	Vigilance, Departmental Proceedings / enquiries as on date	-	Not satisfactory
14	Pension Matters (As on date)	-	Not satisfactory
15	Leadership and Organisation	-	Not satisfactory
16	Public Grievances / Public Services as on date	-	Not satisfactory
17	RTI	Incomplete	Need improvement
18	Timely submission of statements /reports/ Certificates to higher authorities in the current year.	-	Need improvement
19	Branch Inspection by the Branch Officer / DC	Incomplete	Inspection is a must.

20	e-Governance of any of the process taken up	-	-
21	Any other matter to be provided by the Branch Officer.	-	-
22	Innovation undertaken in the District	-	-
23	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must.

Branch	2.2	NAZARAT (& FINANCE & ACCOUNTS)
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC reported that this is the first inspection of DC office by the Divisional Commissioner, since its formation.	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need improvement
2	Records / Registers-Update	Incomplete	Need improvement
3	Safety of files and Record Keeping	Incomplete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided	Need immediate action
6	Cash Registers	Reported	Satisfactory
7	AC /DCC Bills		
8	Contingent Register		
9	Permanent Advance if any.		
10	Stock Register	Reported	Need improvement
11	Enforcement of AFRBM Act in all financial transactions viz., appointments, procurements, sanctions, budget etc.		Not satisfactory
12	Office Cleanliness	Satisfactory	Need improvement
13	Circuit House / Dak Bunglow	Satisfactory	Need improvement
14	Proper observation of Independence Day/ Republic Day/ Integration –day & Week/ Education Day etc.	Satisfactory	Need improvement
15	Service of Notices	Incomplete	Need improvement
16	Counter Insurgency	Incomplete	Need improvement
17	Forms and Stationary	Incomplete	Need improvement
18	Library	Incomplete	Need improvement
19	Vehicle Repairing Expenditure (make available vehicle history sheet for inspection)	Incomplete	Need improvement
20	Pool Vehicle POL Expenditure	Incomplete	Need improvement
21	Status of Condemnation of items (as per Government guidelines)	Incomplete	Need improvement
22	Ceilings received during the last 3 Years and Amount withdrawn without	reported	

	submitting vouchers being below Rs.1000/-		
23	Audit Status	Incomplete	Need improvement
24	Leadership and Organization Dev.	Incomplete	Need improvement
25	Public Grievances / Public Services as on date	-	Need improvement
26	RTI	-	Need improvement
27	Timely submission of statements / reports to higher authorities in the current year.	-	Need improvement
28	Branch Inspection	-	Inspection is a must
29	e-Governance of any of the process taken up	-	Need improvement
30	Any other matter (Including the adequacy of Budget provision) to be provided by the Branch Officer.	-	Need improvement
31	Innovation undertaken in the District	-	Need improvement
32	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must

Note: A detailed report on the inspection of Nazarat branch is enclosed.

Branch	2.3	MAGISTRACY BRANCH
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC reported that this is the first inspection of DC office by the Divisional Commissioner, since its formation.	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need improvement
2	Records / Registers-Update	Incomplete	Need improvement
3	Safety of files and Record Keeping	Incomplete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided	-
6	Present Status of CrPC Cases:	Not satisfactory	Not satisfactory
7	Action Plan / Timeline for the expeditious disposal of the cases including submission of a monthly report to the Divisional Commissioner	-	Not satisfactory
8	No.of Character Verification cases/ Antecedents cases pending:	-	Not satisfactory
9	National Solidarity and Integration Committee-at District & other levels	-	Need Improvement
10	Law & Order	-	Need improvement
11	Crime Review	Incomplete	Need improvement
12	Communal Violence cases of last 10 Years	Incomplete	Need improvement
13	Number of Police Stations inspected during the last 12 months	-	Not satisfactory
14	Human Rights and NHRC / SHRC/Other Commissions	Incomplete	Not satisfactory
15	Legal Aid	-	-
16	Lokadalats	-	-
17	Empowerment of Civil Society	-	Not satisfactory
18	Leadership and Organisation	-	Not satisfactory
19	Public Grievances / Public Services	-	Not satisfactory
20	RTI	-	Not satisfactory
21	Timely submission of statements / reports to higher authorities in the current year.	-	Not satisfactory
22	Branch Inspection	-	Inspection is a

			must.
23	e-Governance of any of the process taken up	-	Not satisfactory
24	Any other matter to be provided by the Branch Officer.	-	Not satisfactory
25	Innovation undertaken in the District	-	Not satisfactory
23	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must.

Branch	2.4	ARMS & EXPLOSIVES
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC reported that this is the first inspection of DC office by the Divisional Commissioner, since its formation.	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	-	Need improvement
2	Records / Registers-Update	-	Need improvement
3	Safety of files and Record Keeping	-	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	-	
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided	-
6	Whether the District Database of licenses /Gun Register is computerized as per Govt. instructions?	-	Not satisfactory
7	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.		
8	Arms licenses	Incomplete	Not satisfactory
9	Explosives NOC	-	Not satisfactory
10	Prosecutions under Arms Act	-	Not satisfactory
11	Leadership and Organisation	-	Not satisfactory
12	Public Grievances / Public Services	-	Not satisfactory
13	RTI	-	Not satisfactory
14	Timely submission of statements / reports to higher authorities in the current year.	-	Not satisfactory
15	Branch Inspection	-	Not satisfactory
16	e-Governance of any of the process taken up	-	Not satisfactory
17	Any other matter to be provided by the Branch Officer.	-	Not satisfactory
18	Innovation undertaken in the District	-	Not satisfactory
19	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Not satisfactory

Branch	2.5	PASSPORT
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC reported that this is the first inspection of DC office by the Divisional Commissioner, since its formation.	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need improvement
2	Records / Registers-Update	Incomplete	Need improvement
3	Safety of files and Record Keeping	Incomplete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	-	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	-	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.		
7	No.of Passport applications pending for Police verification	-	
8	Verification process	Satisfactory	Satisfactory
9	Leadership and Organisation	-	Need improvement
10	Public Grievances / Public Services	-	Need improvement
11	RTI	-	Need improvement
12	Timely submission of statements / reports to higher authorities in the current year.	-	Need improvement
13	Branch Inspection	-	Inspection is a must.
14	e-Governance of any of the process taken up	-	Need improvement
15	Any other matter to be provided by the Branch Officer.	-	Need improvement
16	Innovation undertaken in the District	-	Need improvement
17	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must

Branch	2.6	HOTEL & SARAI
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	REPORT NOT SUBMITTED	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System		
2	Records / Registers-Update		
3	Safety of files and Record Keeping		
4	Names of Legislations / Acts/Rules etc. administered by the Branch		
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)		
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.		
7	No.of Passport applications pending for Police verification		
8	Verification process		
9	Leadership and Organisation		
10	Public Grievances / Public Services		
11	RTI		
12	Timely submission of statements / reports to higher authorities in the current year.		
13	Branch Inspection		
14	e-Governance of any of the process taken up		
15	Any other matter to be provided by the Branch Officer.		
16	Innovation undertaken in the District		
17	Comments / Observations of the Deputy Commissioner/ SDO (Civil)		

Branch	2.7	CINEMA ETC
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC reported that this is the first inspection of DC office by the Divisional Commissioner, since its formation.	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	-	Need improvement
2	Records / Registers-Update	-	Need improvement
3	Safety of files and Record Keeping	-	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	-	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	-	Need improvement
6	RTI	-	Need improvement
7	Timely submission of statements / reports to higher authorities in the current year.	-	Need improvement
8	Branch Inspection	-	Inspection is a must
9	e-Governance of any of the process taken up	-	Need improvement
10	Any other matter to be provided by the Branch Officer.	-	Need improvement
11	Innovation undertaken in the District	-	Need improvement
12	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must

Branch	2.8	CERTIFICATE
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC reported that this is the first inspection of DC office by the Divisional Commissioner, since its formation.	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need improvement
2	Records / Registers-Update	Incomplete	Need improvement
3	Safety of files and Record Keeping	Incomplete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	-	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not submitted	
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.		
7	Availability of Checklist for all certificates to be followed in processing the requests	Nil	Not satisfactory
8	Disposal status	-	Not satisfactory
9	Leadership and Organisation	-	Need improvement
10	Public Grievances / Public Services	-	Need improvement
11	RTI	-	Need improvement
12	Timely submission of statements / reports to higher authorities in the current year.	-	Need improvement
13	Branch Inspection	-	Inspection is a must
14	e-Governance of any of the process taken up	-	Need improvement
15	Any other matter to be provided by the Branch Officer.	-	Need improvement
16	Innovation undertaken in the District	-	Need improvement
17	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must

Branch	2.9	CENSUS
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC reported that this is the first inspection of DC office by the Divisional Commissioner, since its formation.	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need improvement
2	Records / Registers-Updation	Incomplete	Need improvement
3	Safety of files and Record Keeping	Incomplete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	-	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	-	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.		
7	Issues and steps being taken	-	Need improvement
8	Leadership and Organisation	-	Need improvement
9	Public Grievances / Public Services	-	Need improvement
10	RTI	-	Need improvement
11	Timely submission of statements / reports to higher authorities in the current year.	-	Need improvement
12	Branch Inspection	satisfactory	Inspection is a must
13	e-Governance of any of the process taken up	-	Need improvement
14	Any other matter to be provided by the Branch Officer.	-	Need improvement
15	Innovation undertaken in the District	-	Need improvement
19	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must

Branch	2.10	FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	REPORT NOT SUBMITTED	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System		
2	Records / Registers-Update		
3	Safety of files and Record Keeping		
4	Names of Legislations / Acts/Rules etc. administered by the Branch		
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)		
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.		
7	Service Books Maintenance		
8	Gradation list		
9	Job chart		
10	ACR / PAR		
11	Assets and Liabilities		
12	Bill preparation & Advances		
13	Vigilance, Departmental Proceedings / enquiries as on date		
14	Pensions		
15	Coverage under PDS for the District as a whole		
16	PDS & Essential Commodities Network in the District & Inspections:		
17	Access to marginalized sections: FOR THE LAST MONTH		
18	Schemes, Commodities, Monthly Allocation and Lifting-District level (incl.of Sub-divisions)		
19	Last Year Allocation, Lifting and Distribution:		
20	Capacity building / Training		
21	Monitoring of PDS etc.		
22	Inspection Formats		

23	Leadership and Organisation		
24	Public Grievances /Public Services		
25	RTI		
26	Timely submission of statements / reports to higher authorities in the current year.		
27	Branch Inspection		
28	e-Governance of any of the process taken up		
29	Any other matter to be provided by the Branch Officer.		
30	Innovation undertaken in the District		
31	Comments / Observations of the Deputy Commissioner/ SDO (Civil)		

Branch	2.11	EXCISE
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	REPORT NOT SUBMITTED	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System		
2	Records / Registers-Update		
3	Safety of files and Record Keeping		
4	Names of Legislations / Acts/Rules etc. administered by the Branch		
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)		
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.		
7	Service Books Maintenance		
8	Job chart		
9	ACR / PAR		
10	Assets and Liabilities		
11	Bill preparation & Advances		
12	Vigilance, Departmental Proceedings / enquiries as on date		
13	Pensions		
14	Excise Collection		
15	Latest date of Reconciliation of Excise revenue with Treasury records and discrepancies if any		
16	Defaulter of Govt. revenue, if any		
17	Consumption of liquor		
18	Licencee details		
19	Monitoring /Inspections/ Cases/ Raids in the current Year		
20	Leadership and Organisation		
21	Public Grievances /Public Services		
22	RTI		
23	Timely submission of statements / reports to higher authorities in the current year.		
24	Branch Inspection		
25	e-Governance of any of the process		

	taken up		
26	Any other matter to be provided by the Branch Officer.		
27	Innovation undertaken in the District		
28	Comments / Observations of the Deputy Commissioner/ SDO (Civil)		

Branch	2.12	REGISTRATION
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	REPORT NOT SUBMITTED	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System		
2	Records / Registers-Update		
3	Safety of files and Record Keeping		
4	Names of Legislations / Acts/Rules etc. administered by the Branch		
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)		
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.		
7	Status of e-panjiyan		
8	Registration Collection for the last 3 Years		
9	Reconciliation and Compliance		
10	Integrity of Registration process		
11	Stock Register		
12	Contingent Register		
13	Leadership and Organisation		
14	Public Grievances / Public Services		
15	RTI		
16	Timely submission of statements / reports to higher authorities in the current year.		
17	Branch Inspection		
18	e-Governance of any of the process taken up		
19	Any other matter to be provided by the Branch Officer.		
20	Innovation undertaken in the District		
21	Comments / Observations of the Deputy Commissioner/ SDO (Civil)		

Branch	2.13	CIVIL DEFENCE
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	REPORT NOT SUBMITTED	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System		
2	Records / Registers-Update		
3	Safety of files and Record Keeping		
4	Names of Legislations / Acts/Rules etc. administered by the Branch		
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)		
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.		
7	Performance in core areas: Trainings, drills, review etc.		
8	Leadership and Organisation		
9	Public Grievances / Public Services		
10	RTI		
11	Timely submission of statements / reports to higher authorities in the current year.		
12	Branch Inspection		
13	e-Governance of any of the process taken up		
14	Any other matter to be provided by the Branch Officer.		
15	Innovation undertaken in the District		
16	Comments / Observations of the Deputy Commissioner/ SDO (Civil)		

Branch	2.14	Home Guards
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC reported that this is the first inspection of DC office by the Divisional Commissioner, since its formation.	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need improvement
2	Records / Registers-Update	Satisfactory	Good
3	Safety of files and Record Keeping	Satisfactory	Good
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Satisfactory	
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not submitted	
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Yes	
7	Performance in core areas: Call out, Requisition & Deployment; training and budget	Satisfactory	Satisfactory. Further scope for improvement
8	Leadership and Organisation	Nil	Need improvement
9	Public Grievances / Public Services	Nil	Need improvement
10	RTI	Nil	Need improvement
11	Timely submission of statements / reports to higher authorities in the current year.	satisfactory	Need improvement
12	Branch Inspection	-	Inspection is a must
13	e-Governance of any of the process taken up	Nil	Need improvement
14	Any other matter to be provided by the Branch Officer.	Nil	Need improvement
15	Innovation undertaken in the District	Nil	Need improvement
16	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must

Branch	2.15	JAIL BRANCH / PRISON
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC reported that this is the first inspection of DC office by the Divisional Commissioner, since its formation.	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need improvement
2	Records / Registers-Update	Incomplete	Need improvement
3	Safety of files and Record Keeping	Incomplete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	-	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Incomplete	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Satisfactory	
7	Details about Jail Inmates both Male and Female (viz., UTP, convicts etc. with break up)	Satisfactory	Need improvement
8	Number of Women Warden	Not reported	
9	Brief note on Jail infrastructure and arrangements- accommodation including for women inmates, Food, Drinking Water, health, toilets, skill development, education, recreation, security, safety etc.	Reported	Not satisfactory
10	No.of deaths of inmate during the last 12 months.	-	Good
11	Jail Inspection report and follow up	Incomplete	Need improvement
12	Last date of review of Jail officials work performance	Incomplete	Need improvement
13	Leadership and Organisation	Satisfactory	Need improvement
14	Public Grievances / Public Services	Nil	Need improvement
15	RTI	Incomplete	Need improvement
16	Timely submission of statements / reports to higher authorities in the current year.	Satisfactory	Satisfactory
17	Branch Inspection	Satisfactory	Satisfactory
18	e-Governance of any of the process taken up	-	-
19	Any other matter to be provided by the Branch Officer.	Satisfactory	Need improvement in living conditions of jail inmates
20	Innovation undertaken in the District	Satisfactory	Good
21	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must.

Branch	2.16	ELECTION BRANCH
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC reported that this is the first inspection of DC office by the Divisional Commissioner, since its formation.	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need improvement
2	Records / Registers-Update	Incomplete	Need improvement
3	Safety of files and Record Keeping	Incomplete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	-	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Incomplete	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Yes	
7	Status of Photo electoral revision	Satisfactory	Good
8	Status of Summary revision	Satisfactory	Satisfactory
9	Status of D-Voter	Satisfactory	
10	Finance & Accounts	Incomplete	Need improvement
11	Leadership and Organisation	Satisfactory	Need improvement
12	Public Grievances / Public Services	Incomplete	Need improvement
13	RTI	Incomplete	Need improvement
14	Timely submission of statements / reports to higher authorities in the current year.	Satisfactory	Satisfactory
15	Branch Inspection	Incomplete	Inspection is a must.
16	e-Governance of any of the process taken up	Incomplete	Need improvement
17	Any other matter to be provided by the Branch Officer.	Incomplete	Need improvement
18	Innovation undertaken in the District	Incomplete	Need improvement
19	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Incomplete	Inspection is a must.

Branch	2.17	Treasury
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC reported that this is the first inspection of DC office by the Divisional Commissioner, since its formation.	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need improvement
2	Records / Registers-Update	Incomplete	Need improvement
3	Safety of files and Record Keeping	Incomplete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	-	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided	
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Reported	
7	Treasury inspections	Not satisfactory	Not satisfactory. No inspection by DC
8	Pensions	Satisfactory	Need improvement
9	No.of cases pertaining to fake drawal detected by treasury during the last year and current Year and action taken	Nil	-
10	Status of submission of Monthly Accounts for the last 6 months	Satisfactory	Need improvement
11	Leadership and Organisation	-	Need improvement
12	Public Grievances / Public Services	-	Need improvement
13	RTI	-	Need improvement
14	Timely submission of statements / reports to higher authorities in the current year.	-	Need improvement
15	Branch Inspection	-	Inspection is a must.
16	e-Governance of any of the process taken up	-	Need improvement
17	Any other matter to be provided by the Branch Officer.	-	Need improvement
18	Innovation undertaken in the District	-	Need improvement
19	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must.

PART	3	DEVELOPMENT BRANCH
	3.1	DEVELOPMENT BRANCH
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC reported that this is the first inspection of DC office by the Divisional Commissioner, since its formation.	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need improvement
2	Records / Registers-Update	Incomplete	Need improvement
3	Safety of files and Record Keeping	Incomplete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	-	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Incomplete	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.		
7	FAO: Whether the views of FAO are taken before financial sanction and before fund release etc.		
8	DDC /Sub-Div.Dev.Committee Meetings	Not provided	Need improvement
9	Cash Registers	Incomplete	Need improvement
10	Contingent Register	Satisfactory	
11	Stock Register	-	Not satisfactory
12	Enforcement of AFRBM & Other Acts, guidelines, instructions etc.		Not satisfactory
13	MP/MLA LAD	Incomplete	Need improvement
14	Issues and steps being taken	Incomplete	Need improvement
15	No.of physical inspections undertaken during the last year and in the current year	Satisfactory	Not satisfactory
16	Capacity building / Training	-	Need improvement
17	Monitoring / Inspections	-	Not satisfactory
18	Schemes of all line Departments of the District (incl. MP/MLALAD, NLCPR, NEC, CSS, State Schemes etc.)- Allocation, receipt, expenditure, UC etc.	Incomplete	Need improvement
19	Audit Status	Incomplete	Need improvement

20	For Local Body (PRI & ULB) Elections	-	Need improvement
21	Leadership and Organisation	-	Need improvement
22	Public Grievances / Public Services	-	Need improvement
23	RTI	Incomplete	Need improvement
24	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
25	Branch Inspection	-	Inspection is a must
26	e-Governance of any of the process taken up	-	-
27	Any other matter to be provided by the Branch Officer.	-	-
28	Innovation undertaken in the District	-	-
29	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must

Note: A detailed report is enclosed separately.

Branch	3.2	MINORITY WELFARE
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC reported that this is the first inspection of DC office by the Divisional Commissioner, since its formation.	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Not reported	Not satisfactory
2	Records / Registers-Update	Not reported	Not satisfactory
3	Safety of files and Record Keeping	Not reported	Not satisfactory
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Not reported	Not satisfactory
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not reported	Not satisfactory
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Not reported	Not satisfactory
7	Status of Haj matters pending and action taken	Not reported	Not satisfactory
8	Char Areas No. & Area & Pattas status	Not reported	Not satisfactory
9	Action plan for the Socio-economic development of Char Areas:	Not reported	Not satisfactory
10	15- Point Programme	Not reported	Not satisfactory
11	Enclose 15-Point Progress Report	Not reported	Not satisfactory
12	Enclose Action plan for better implementation of 15- Point Programme	Not reported	Not satisfactory
13	Schemes- Allocation, receipt, expenditure, UC etc. (esp.MSDP and others)	Not reported	Not satisfactory
14	Monitoring / Inspections	Not reported	Not satisfactory
15	Leadership and Organisation	Not reported	Not satisfactory
16	Public Grievances / Public Services	Not reported	Not satisfactory
17	RTI	Not reported	Not satisfactory
18	Timely submission of statements / reports to higher authorities in the current year.	Not reported	Not satisfactory
19	Branch Inspection	Not reported	Not satisfactory
20	e-Governance of any of the process taken up	Not reported	Not satisfactory
21	Any other matter to be provided by the Branch Officer.	Not reported	Not satisfactory
22	Innovation undertaken in the District		
23	Comments / Observations of the Deputy Commissioner/ SDO (Civil)		

Branch	3.3	Tea-Garden Tribes
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC reported that this is the first inspection of DC office by the Divisional Commissioner, since its formation.	

S.No	Performance Question	Reporting	Performance
1	Tea Gardens and Population	Not reported	
2	Ex-Tea Gardens	Not reported	
3	Issues and action plan	Not reported	
4	Scheme Progress: Please submit physical and financial progress of schemes of Tea Tribes.	Not reported	Not satisfactory

Branch	3.4	Women & Child Welfare (CMs vision for Women and Children)
--------	-----	--

S.No	Performance Question	Reporting	Performance
1	Please enclose the progress on 16 points of CMs Vision on Women and Children in the District as on date.	Not reported	Not satisfactory

REVENUE ADMINISTRATION*

(*: Not applicable to Karbi Anglong and Dima Hasao)

PART	4	REVENUE
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	REPORT NOT SUBMITTED	

Revenue at a Glance

S.No	Performance Question	Reporting	Performance
1	Circle wise Area and survey status		
2	Government land (Area in Ha)		
3	Status of distribution of Ceiling Surplus land (Area in Ha)		
4	Status conversions from AP to PP as on date		
5	Statement of settled land for the year ending 30 th September		
6	Doul (Demand) & Revenue Collection of current Year		
7	Status of Tenancy Khatian (Area in Ha)		

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System		
2	Records / Registers-Updation		
3	Safety of files and Record Keeping		
4	Names of Legislations / Acts/Rules etc. administered by the Branch		
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)		
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.		
7	Circle Office / Mouja inspections		
4.1	SETTLEMENT AND ALLOTMENT		
	Rajah Adalats & NR Cases		
	Survey including <i>Non-cadastral villages</i>		
4.2	ENCROACHMENTS		
4.3	DOUL / REVENUE Collection		
4.4	FISHERY		
4.5	LAND ACQUISITION		
4.6	LAND Reforms: Land Ceiling		
4.7	LAND RECORDS/ RKg		
4.8	BAKIJAI		
4.9	Chapter X		
	Summary of Pending cases		
8	Leadership and Organisation		
9	Public Grievances / Public Services		
10	RTI		
11	Timely submission of statements / reports to higher authorities in the current year.		
12	Branch Inspection		
13	e-Governance of any of the process taken up		
14	Any other matter to be provided by the Branch Officer.		
15	Innovation undertaken in the District		
16	Comments / Observations of the Deputy Commissioner/ SDO (Civil)		

Branch	4.10	DISASTER MANAGEMENT (Relief)
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC reported that this is the first inspection of DC office by the Divisional Commissioner, since its formation.	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	-	
2	Records / Registers-Update	Incomplete	
3	Safety of files and Record Keeping	Incomplete	
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Not reported	
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)		
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.		
7	Disaster Preparation	Incomplete	Not satisfactory
8	Disasters-Works		
9	Relief & Rehabilitation		
10	Finance & Accounts		
11	Monitoring / Inspections	-	Not satisfactory
12	Schemes- Allocation, receipt, expenditure, UC etc.	-	
13	Leadership and Capacity building	-	
14	Public Grievances / Public Services	-	
15	RTI	-	
16	Timely submission of statements / reports to higher authorities in the current year.	-	
17	Branch Inspection	-	
18	e-Governance of any of the process taken up	-	
19	Any other matter to be provided by the Branch Officer.	-	
20	Innovation undertaken in the District	-	
21	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must.

PART.V	e-Governance
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC reported that this is the first inspection of DC office by the Divisional Commissioner, since its formation.

S.No	Performance Question	Reporting	Performance
A	District Website and Officers list	Incomplete	Need improvement
B	e-Projects	Incomplete	Need improvement
C	DC / SDO Establishment –Branch wise infrastructure & Manpower /e-Gov. Applications	Incomplete	Need improvement
D	DC / SDO Establishment –Branch wise e-Services if any	Incomplete	Need improvement

Part	Details to be submitted		Information	Performance
VI		List of Committees chaired by the DC/SDO	Not submitted	Need improvement
VII		Inspections	Not submitted	Need improvement
	A: Schemes	Availability of Check list (Format) for Scheme/ Programme Inspections	Not submitted	Need improvement
	B: Schemes	SCHEME INSPECTIONS	Not submitted	Need improvement
	C: INSTITUTIONS	INSPECTION OF ATTACHED / SUB-ORDINATED OFFICES (Treasury Office, Circle Offices etc.)	Not submitted	Need improvement
	D: INSTITUTIONS	INSPECTION OF OTHER DEPTT. INSTITUTIONS (Police Stations, Hospitals, BDO, Schools, other Deptt. offices tc.)	Not submitted	Need improvement
	E	Past Inspection by the Deputy Commissioner/ SDO (Civil) and Follow up Action taken: Schemes & Institutions	Not submitted	Need improvement
	F	STATUS OF SUBMISSION OF INSPECTION REPORTS (OF SCHEMES AND SOCILA AUDITS) TO DIVISIONAL COMMISSIONER	Not submitted	Need improvement
	G	STATUS OF SUBMISSION OF INSPECTION REPORTS OF <u>INSTITUTIONS</u> TO DIVISIONAL COMMISSIONER	Not submitted	Need improvement
VIII		Status report on infrastructure, Equipment and Logistics of DC/SDO establishment	Not submitted	Need improvement
IX		RTI Act, 2005 Implementation	Not submitted	Need improvement
X		Assam Right to Public Services Act, 2012	Not submitted	Need improvement
XI		Issues of Regional Disparity / Social inequities in the implementation of Schemes/ Programmes/ Projects	Not submitted	Need improvement
XII		Special initiatives of DC / SDO	Not submitted	Need improvement
XIII		Burning / Pending Issues at	Not	Need

		District / Sub-Division	submitted	improvement
XIV		Pending matters at Government level	Not submitted	Need improvement
XV		Suggestions to improve the performance of the Schemes / Programmes etc.	Not submitted	Need improvement
XVI		Suggestions/ Observations to improve the format	Not submitted	Need improvement
Summaries	1	Maintenance of File Index, Guard File & Dak Pendency	Not submitted	Need improvement
	2	Subsidiary Cash book and Bank Accounts	Not submitted	Need improvement
	3	Total Funds received during the last and current Year	Not submitted	Need improvement
Annexure	8.	Composition of National Solidarity and Integration Committee _District / Sub-Divisional level committee & guidelines		Need implementation
	9.	Scheme Register		
	10.	Scheme Fund Receipt and Utilization Register		
	11.	Model Sign board for transparency of works/schemes		
	12.	15-Point Programme Progress report		
	13.	15-Point Programme Point:12 Recruitment status in State Services Form 6.A & 6.B		
	14.	Annual Inspection Register		